

City of Burlington Special Events



Manual & Permit Guide



Thank you for taking the time to consider hosting an event in the Burlington area. As a reference, the City has compiled this document for you and/or your organization to follow as a guideline as preparations begin for the event. Once you have completed the application you will need to schedule a meeting with Lisa Wolff, Superintendent of Recreation Programming with the City of Burlington's Recreation & Parks Department. Please contact her at 336-222-5030. While this guide has been designed to answer most of your questions and contains references to most of the information required for approval of your event, the City reserves the right to request additional information or clarification, both before and after approval.

All requests will be reviewed by City Staff with potential recommendations that the event or activity may be modified, changed or approved from staff's recommendations. Once the application has been reviewed by the City's SET (Special Events Team) the requestor will then be notified of the next steps.

Application Fee: \$25.00

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Permit Guide Overview

How it works

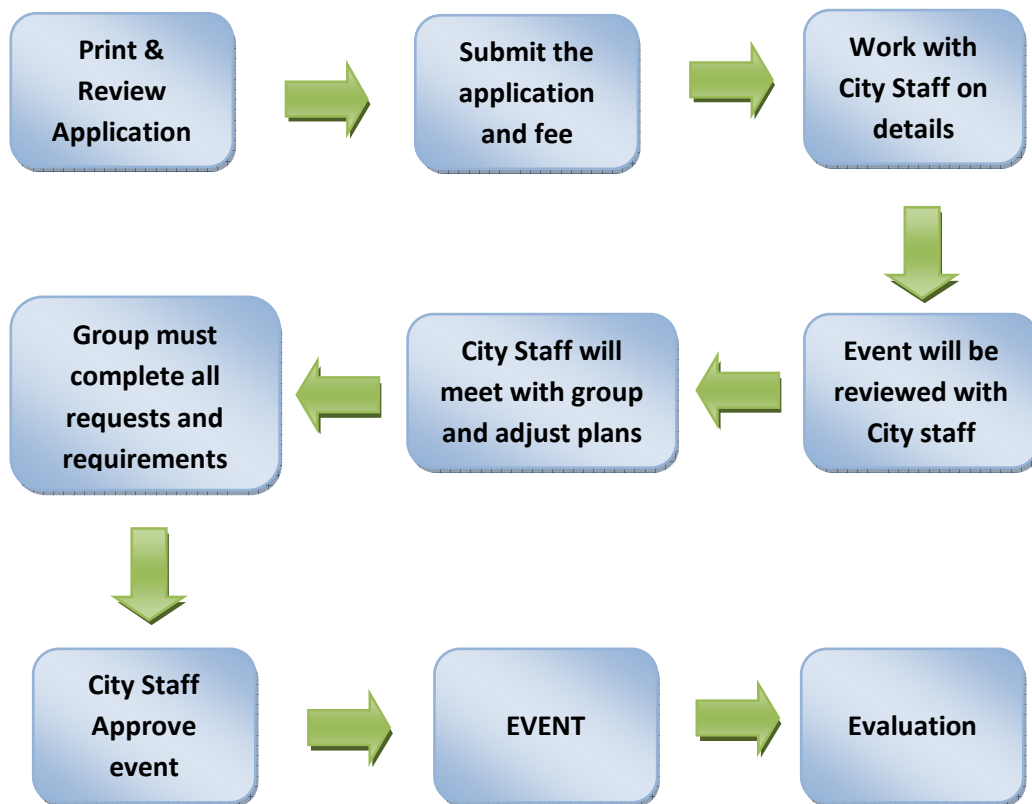
Depending on the typed of event you or your organization are hosting, the process may vary. As we begin reviewing and processing your materials, we will be in contact with you to provide updates, recommendations, and/or requests for additional information. This process is a collaboration among many other City Departments as well as your organization.

Date requests

Event date and facility location requests will be handled on a first-come-first served basis. The requested dated will be held only after the Special Event Application has been submitted with the Application fee.

How long will it take?

Depending on the request, the process can take anywhere from two weeks to a few months to complete. This is critical in order for your group to meet the corresponding application deadline for your event.



Assistance: Not all of the steps above apply to every event. Some events are much more complex than others. The City staff will manage and review each event application individually and strive to ensure that every last detail is addressed.

Section I

Street Closing Guidelines

- The City Manager may only consider and give approval for neighborhood street events. All other street events must be approved by the City Council.
- The duration of any street closing is **not to exceed 5 hours** unless otherwise authorized by the City Council.
- All proposals must be reviewed by the Police & Fire Departments to ensure that public safety will not be compromised.
- If alcohol is being served at a City Council approved closed street event, the request shall not be for more than **2 city blocks** to be involved in the closing. (see alcohol guidelines)
- Requesting organization will be responsible for securing the Burlington Police Department as noted in this event manual and permit guide.
- Requesting organization will be responsible for clean-up after the event if necessary as noted in the event manual and permit guide.
- The application for closing streets must be made within **45 working days** prior to the requested event date.
- The City cannot approve closings of roads or streets which are part of the State of North Carolina road system.

Section II

Event Guidelines - Alcohol

The issuance of a Citywide Special Use Permit may allow for the sales, service, possession and consumption of alcoholic beverage on city streets or public properties as allowed by NCGS 18B-300 and Burlington City Code Sec. 15-1. All other laws in regards to the sale, service, purchase, possession and consumption of alcohol are subject to enforcement action up to and including arrest.

If you propose to sell or furnish alcoholic beverages at your event, you will be required to obtain a permit from the North Carolina Department of Alcoholic Beverage Control (ABC) in addition to your Citywide Special Event Permit. In addition, the requesting organization must meet the insurance requirements set forth by the City on the following pages.

The City of Burlington Police Department and State ABC representatives will independently review your event plans and alcohol management strategies before your license is approved. If the proposed event will take place on public park land; within a city-owned facility; or other city-managed property, you will also be required to provide a letter of authorization to serve alcohol from an authorized representative of the City Manager's Office. Both the Police Department and managing city department may place restrictions on the way in which alcohol is managed at your proposed event.

More information is available at [www. http://abc.nc.gov/](http://abc.nc.gov/) or the local ABC office can be contacted at 336-226-6882.

SPECIAL EVENTS LIABILITY INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

LIMITS OF LIABILITY IN THOUSANDS (000)

	EACH OCCURRENCE	AGGREGATE
<u>GENERAL LIABILITY</u> Bodily Injury & Property Damage Combined Single Limit	\$1,000	\$3,000
<u>AUTOMOBILE LIABILITY</u> Bodily Injury & Property Damage Combined Single Limit	\$1,000	
<u>WORKERS COMPENSATION</u> STATUTORY LIMITS (IF REQUIRED BY LAW) \$500,000 EMPLOYERS LIABILITY LIMIT		
<u>LIQUOR LIABILITY (IF ALCOHOL IS BEING SERVED)</u> - Bodily Injury & Property Damage Combined Single Limit	\$1,000	\$1,000
<u>EXCESS LIABILITY (IF EXPOSURE MERITS)</u>	\$5,000	\$5,000

****NOTE****

**THE CITY OF BURLINGTON MUST BE NAMED AS AN ADDITIONAL NAMED
INSURED ON THE GENERAL LIABILITY POLICY.**

**A Blanket Waiver of Subrogation shall apply in favor of the City of
Burlington and all additional insured's as required by contract for
Workers Compensation and General Liability.**

Section III

Alcohol Management Permit Conditions

- The sales, services, and consumption of permitted alcoholic beverages must take place in a designated and approved area. Approval will be given by the City Council.
- Only the following alcoholic beverages are permitted to be served:
 - Malt Beverage**-beer, lager, malt liquor, ale, porter, and any other brewed or fermented beverage containing at least one-half of one percent (.05%), and not more than fifteen percent (15.0%), alcohol by volume.
 - Unfortified wine**: any wine of sixteen percent (16%) or less alcohol by volume, made by fermentation from grapes, fruits, berries, rice, or honey; or by the addition of pure cane, beet, or dextrose sugar; or by the in accordance with the regulations of the United States.
- Consumption will be in the designated area and a map of that area must be included in the permit application. The area of consumption cannot deviate from the mapped area as indicated in the application. A brief narrative describing the consumption area shall accompany the map.
- Alcohol consumed in the event area must be purchased from or provided by the event host or contracted provider. (No Outside Alcohol)
- The event applicant/host shall provide monitors at major entry and exit points to assist in the regulation of alcohol entering or leaving the event area.
- No additional dispensing points outside of the area shall be authorized.
- The issuance of a Citywide Special Use Permit may allow for the sales, service, possession and consumption of alcoholic beverage on city streets or public properties as allowed by NCGS 18B-300 and Burlington City Code Sec. 15-1. All other laws in regards to the sale, service, purchase, possession and consumption of alcohol are subject to enforcement action up to and including arrest.
- Each time a person purchases an alcoholic beverage, the person's age shall be verified with identification at the point of sale. The use of hand stamps, tickets or wrist bands to verify age will not serve as age verification.
- Service of alcoholic beverages must be done by licensed and insured caterer.
- Alcoholic beverages can only be sold or provided to people 21 years or older.
- All distribution of alcoholic beverages must be performed by designated, trained Safe Service Training or equivalent event staff.
- All alcoholic beverages must be consumed from a single serving container that complies with the following guidelines: 16 ounce cup or smaller for beer 5 ounce cup or smaller for wine.
- Glass containers may not be used at public events.
- The use of beer luges, drinking funnels, free pouring, etc. is prohibited.
- Licensed and approved vendor staff shall be present to check identification for the purposes of verifying that people being served within the designated area meet the age requirements set forth by the State of North Carolina.
- Burlington Police are required to be present in the area where consumption is taking place at all times that the license privileges are being exercised. The number of officers assigned to work the said event will be determined by the BPD Chief or his designee. If a non-city sponsored event, the host organization assumes the cost of the designated officers.
- Commencement of alcohol service shall not begin prior to the start time of the event. Last service shall be conducted no later than one-half hour prior to the end of the event.

- The Host Organization is responsible for resolving any problems associated with the event and/or issues of concern raised by neighbors.
- Host is responsible for securing the proper number of restrooms and all litter accumulated within the serving area.
- Appropriate number of restroom facilities must be accessible to attendees.

Section IV

Tent & Canopy Permit Conditions

Tents/Canopies

Tents, canopies, and other membrane structures are regulated by the North Carolina Fire Code and enforced by the Burlington Fire Department. The following information related to tents, canopies, and other membrane structures is not all inclusive, but is to be utilized as a quick reference guide. Burlington Fire Department personnel will conduct an on-site inspection of any tent, canopy, or other membrane structure requiring a permit. Questions related to these structures should be directed to the Burlington Fire Department Fire Prevention Bureau at (336)229-3133 or (336)229-3577.

PERMIT REQUIREMENT & FEE

Fee: \$25.00

A permit shall be obtained from the Burlington Fire Department prior to erecting any tent, canopy, or membrane structure meeting the following specifications:

- All tents and membrane structures with sides in excess of 400 square feet.
- Canopies or tents open on all sides in excess of 700 square feet.
- Canopies or tents open on all sides placed side by side exceeding 700 square feet aggregate area.
- Any canopy or tent open on all sides located within twelve (12') of a structure or an enclosed tent.

LOCATIONS

- A twenty-foot (20') fire access lane shall be maintained. The access route must be outside of support ropes and guy wires.
- Tents or tent components may not obstruct any fire hydrant or egress from any structure.

GUIDELINES FOR ALL TENTS

- Exits shall be clearly marked. Exit signs shall be installed when the exit serves an occupant load of fifty (50) or more persons.
- All tents, canopies, and membrane structures must be flame retardant. Proof of flame propagation shall be provided.
- Tents or other membrane structures shall have a permanently affixed label bearing the identification of size and fabric or material type
- Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be posted.
- Fire extinguishers of a minimum 2A:10BC rating shall be mounted for a maximum travel distance of seventy-five (75') to an extinguisher.

- Tents, canopies, and other membrane structures shall be adequately secured and anchored to withstand the elements of weather and prevent collapsing.
- Open flames are prohibited within any tent with the exception of those meeting the requirements for authorized cooking.
- LP gas containers shall be located outside of tents. Tank capacity will determine required distance from tank to tent.

TENTS USED FOR COOKING

- Open flame or other devices emitting a flame, fire or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within twenty feet (20') of the tent or membrane structures while open to the public.
- Cooking equipment shall not be located within ten feet (10') of exits or combustible materials.
- There shall be a minimum of three feet (10') between the sides of the tent and any heat producing device.
- Any tent used for cooking must be at least twenty feet (20') from property lines, buildings, other tents, canopies, or temporary membrane structures; support ropes and guy wires are considered part of the tent.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within (20') of a tent or membrane structure.

Internal Use Only	<input type="checkbox"/> Recreation & Parks <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Cemetery & Grounds <input type="checkbox"/> City Adm. Office	<input type="checkbox"/> Traffic <input type="checkbox"/> Sanitation <input type="checkbox"/> Finance <input type="checkbox"/> Public Information <input type="checkbox"/> Other _____
Fees Paid ____ \$25.00 Application ____ \$25.00 Tent Permit		

Event Name: _____

Date: _____

Set-Up

Setup	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of Week _____
Event Ends	Date _____	Time _____	Day of Week _____
Dismantle/Take-Down	Date _____	Time _____	Day of Week _____

LOCATION

Location Description/Name of Park or Facility/Routes/Streets

Information _____
 cannot exceed _____
 300 _____
 characters. _____

Section V

Application

Application Fee: \$25.00

SUMMARY OF EVENT

***If streets are approved for closing, all tents and equipment must be removed from the street 30 minutes of requested re-opening.**

Event _____

Description _____

Admission Information
cannot exceed
300

characters. NC

Admission tax
laws may
apply.

Admission ____Yes ____No Anticipated Attendance: Total _____

Event Category

- ☐ Festival/Celebration
- ☐ Parade/Procession/March/Run
- ☐ Exhibits/Misc.
- ☐ Concert/Performance
- ☐ Farmer/Outdoor Market
- ☐ Dance
- ☐ Other _____

CITY OF BURLINGTON
TEMPORARY STREET CLOSING REQUEST
City Code Section 32-50

If requesting to close and/or block streets the form below must be filled out.

Name/Organization: _____

Address: _____ City/State: _____ Zip Code: _____

Contact Number(s): _____ Email: _____

Reason for Street Closing: _____

Name of Street to be closed: _____

from _____ Street to _____ Street

on _____ from _____ to _____
(Date) (Time) (Time)

Additional Comments: _____

Requirements:

- Requests must be submitted to the City Manager's office ten days prior to the event.

- No obstructions shall be permanently placed within the right-of-way that will block both lanes of travel. An emergency access of one-lane width will need to be maintained free of permanent obstructions. Fire hydrants shall remain unobstructed and means-of-egress from all structures within the requested area shall be kept clear.

- Burlington City Code Ordinance - Chapter 15, Section 15-1 - Consumption on Public Property:
"It shall be unlawful for any person to consume any malt beverage or unfortified wine in or on any public street, sidewalk, alley or other public property within the City."

I certify that this request for a temporary street closing is for a "non-profit event." I have read and understand the above requirements: _____

(Petitioner Name)

Approved: _____

City Manager, Harold Owen

Date: _____

CONTACTS

Host Organization

Professional Organizer

Name: _____

Telephone: () _____ Cell _____

Non-Public Contact

(Required for internal use only)

Name: _____

Telephone: () _____ Cell _____

Media Contact

(If different than Public Contact)

Name: _____

Telephone: () _____ Cell _____

Vendor/Catering Contact

(If different than Public Contact)

1. Name: _____

Telephone: () _____ Cell _____

2. Name: _____

Telephone: () _____ Cell _____

Web Address

Email Address

Yes No

☐☐

Is this an annual event? How many years has this event taken place? _____

☐☐

Is your event part of a larger marketing campaign? (i.e. Dicken's Christmas, Burlington Carousel Festival)

If yes, please list _____

APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization _____

Chief Officer of Host
Organization _____

Applicant Name _____

Street Address: _____

City: _____ State _____ Zip _____

Telephone Day: _____ Cell: _____ Evening _____

Please list any professional event organizer, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce, and/or manager your event.

Applicant Name _____

Street Address: _____

City: _____ State _____ Zip _____

Telephone Day: _____ Cell: _____ Evening _____

SITE PLAN/ROUTE MAP

Your event site plan/route map must be submitted and include but not limited to:

- ☐ An outline of the entire venue including the names of all streets or areas that are part of the venue and the surrounding areas. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- ☐ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- ☐ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- ☐ The location of first aid facilities and emergency management vehicles.
- ☐ A detailed or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills.
- ☐ Generator locations and/or source of electricity
- ☐ Placement of vehicle and/or trailers
- ☐ Identification of all event components that meet accessibility standards
- ☐ Other related event components not listed above

NARRATIVE

Please provide a narrative and timeline of your event. You may provide this information as an attachment if necessary.-

SECURITY

All proposals must be reviewed by the Police & Fire Departments to ensure that public safety will not be compromised. It is required that Burlington PD work the event

ENTERTAINMENT & RELATED ACTIVITIES

Yes	No	
		<p>Are there any musical entertainment features related to your event?</p> <p>If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.</p> <ul style="list-style-type: none"> Number of Stages_____ Number of Performers/Bands_____ Performer/Band name and music type_____
		<p>Will the event need power?</p> <p>There are limitations on power throughout the downtown area. Generators are recommended.</p>
		<p>Will sound checks be conducted prior to the event?</p> <p style="text-align: center;">If yes, Start Time:_____ Finish Time:_____</p>
		<p>Will sound amplification be used?</p> <p style="text-align: center;">If yes, Start Time:_____ Finish Time:_____</p>
		<p>Please describe the sound equipment that will be used for your event.</p> <p>_____</p> <p>_____</p>
		<p>Will inflatables or similar devices be used at your event?</p> <p>If yes, please describe:_____</p> <p>*Note: Insurance requirements must be met in order to offer this activity.</p>
		<p>Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?</p> <p>If yes, please describe:_____</p> <p>*Note: These requests will be subject to the approval of the Burlington Police & Fire Departments in conjunction with State Laws governing this type of activity.</p>
		<p>Will your event include the use of any signs, banners, decorations, or special lighting?</p> <p>If yes, please describe:_____</p>
		<p>Will you be marketing your event?</p> <p>If yes, you must provide samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities.</p>

ALCOHOL

When serving alcohol, state laws apply to all dispensing and sale of beverages.

***NOTE:** If alcohol will be a part of your event, you will be required to fill out the proper information on the following pages.

Yes

☐

No

☐

Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

- ☐ Free/Host Alcohol
- ☐ Alcohol Sales
- ☐ Host & Sale Alcohol
- ☐ Beer
- ☐ Wine
- ☐ Beer & Wine

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event.

Alcohol consumption will be in the designated area and a map of that area must be included in the permit application. The area of consumption cannot deviate from the mapped area as indicated in the application. A brief narrative describing the consumption area shall accompany the map. The request to serve alcohol must meet all guidelines set forth in this application.

INSURANCE REQUIREMENTS

Please provide the following information of the responsible party, caterer and organization:

- Name of Insurance Agency: _____
Address: _____
City _____ State _____ Zip _____
Telephone Day _____
Evening _____
Cell _____
- Name of Policy Holder: _____
- Required Policy Amount: _____
- Policy Number _____
 - Policy Type _____

*** All insurance requirements from page 5 must be met prior to application approval.**

A certificate of liability listing the City of Burlington as the “additional insured” must be presented to the representing city agent for approval as stated on page 4 of this document.

FOOD CONCESSIONS OR PREPARATION

All food preparations, storing, cooking and serving must meet the regulations set forth by the Alamance County Health Department and the State of North Carolina. See Page 8-9 for cooking regulations from the Burlington Fire Department. All regulations set forth must be followed.

If outside food vendors will be participating in your event, a copy of their Certificate of Insurance must accompany this application.

Yes

No

☐☐

Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared:

Yes

No

☐☐

Do you intend to cook food in the event area?

☐

Gas

☐

Electric

☐

Charcoal

☐

Other (specify) _____

PORTABLE RESTROOMS

You are required to provide rest room facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.

Yes

No

☐☐

Do you plan to provide portable rest room facilities at your event?

If yes: Total number of portable toilets_____

If no, please explain:_____

Rest Room Company:_____

Contact Name: _____ Number_____

Equipment Setup: Date_____ Time_____

Equipment Pickup: Date_____ Time_____

SANITATION & RECYCLING

The City of Burlington does not provide trash services for private events. All approved applicants are responsible for providing a safe and clean atmosphere during the event. The requesting applicant shall be responsible for the proper disposal of all trash and recyclables generated during the event. All receptacles for the collection of trash and recyclables as well as the disposing of such contents shall be the applicant's responsibility. No garbage will be permitted to be left on any streets and/or sidewalks within the approved area.

Name of Event Coordinator overseeing garbage: _____

Contact Numbers: Cell: _____ Other: _____

Number of Trash Cans _____

Number of Trash Cans w/ Lids _____

Number of Dumpsters w/Lids
(One for every increment of 400 people) _____

Number of Recycling Containers _____

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event.

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Burlington Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Burlington.

Print Name of Applicant/Host Organization _____

Title: _____

Signature: _____

Date: _____

Print Name of Professional Event Organizer _____

Title: _____

Signature: _____

Date: _____

Thank you for completing your Special Event Permit Application. Before you submit your application to the City of Burlington, please make sure that the following steps have been completed”



Have you....

- ☐ Signed and dated your application?
- ☐ Attached your event site plan and map?
- ☐ Attached your event security plan?
- ☐ Attached a copy of your accessibility plan?
- ☐ Attached your Certificate of Insurance?
- ☐ Include any County, State, Federal or City of Burlington permits that may be required to hold your event in the selected venue?-should include alcohol permits, fire permits etc.

Please submit your COMPLETED application in person to:

**Burlington Recreation & Parks
Attn: Lisa Wolff
1333 Overbrook Road
Burlington, NC 27215**

For additional questions, comments or concerns, please call 336-222-5030.